



# CFEB United We Serve Awards

*Recognizing exemplary volunteer & community service by government employees in Colorado*

These awards recognize government employees who have demonstrated sustained excellence in volunteer service leading to significant positive outcomes for their communities. These individuals must have demonstrated exceptional leadership skills in recruiting, inspiring, and coordinating groups of volunteers, devoted substantial time and effort to the advancement of volunteerism, or shown a deep commitment of voluntary action to address community needs.

**Number of Awards:** Four (4) non-monetary awards; one to an employee at each level of government – City, County, State, and Federal

**Nomination Period:** January 1 – February 19, 2016 | Deadline is 5:00 pm MT

**Award Ceremony:** May 4, 2016 | 10:30 am – 1:00 pm | Denver, CO

**Who Can Nominate:** Anyone can submit a nomination providing that they have first-hand knowledge of the nominee and the nominee's volunteer activities, and they have permission from the nominee to submit the nomination.

- ♦ Self-nominations are not accepted
- ♦ One nomination per nominee, multiple entries will result in the disqualification of all of your entries and all persons nominated by you.

**Eligibility:** Previous winners are not eligible.  
Nominees must be:

- ♦ A legal resident of the state of Colorado or serving in Colorado, if military
- ♦ At least 18 years of age
- ♦ A full time employee of a City, County, State, or Federal government agency within the State of Colorado for a minimum of twelve (12) months, or assigned to Colorado for a minimum of twelve (12) months, if military

**Selection Process:** The Selection Committee is comprised of representatives from the Colorado Federal Executive Board (CFEB), the State of Colorado, and City and County governments in Colorado.

- ♦ Selection Committee members and their respective staffs, volunteers, and committee members may not be nominated or submit a nomination.
- ♦ The selections will be based on an assessment of the scope and impact of the outcomes on the community as a result of the nominee's ongoing contributions to one or more volunteer projects.
- ♦ The winners will be notified by April 8, 2016

**Instructions:** One nomination per nominee

- ♦ Nominations must be completed online by 5:00 pm (MT), February 19, 2016
- ♦ The nomination must include a letter of support from the charitable organization validating the nominee's qualifications. The online form will ask you to upload the letter from your computer.
- ♦ We recommend that you gather all the information you will need & prepare your answers before starting the online nomination. Once you start the online nomination, you can't save it and come back later.



## NOMINATION INFORMATION

You will need the following information to complete the online nomination. We recommend you gather all your information and prepare the answers prior to starting the online nomination. Once you start the online nomination, you can't save it and come back later.

### NOMINEE

NAME  
TITLE  
AGENCY / ADDRESS / CITY / STATE / ZIP  
PHONE  
EMAIL

### NOMINEE'S SUPERVISOR

NAME  
TITLE  
AGENCY / ADDRESS / CITY / STATE / ZIP  
PHONE  
EMAIL

### NOMINATION SUBMITTED BY

NAME  
TITLE  
AGENCY / ADDRESS / CITY / STATE / ZIP  
PHONE  
EMAIL

### CHARITABLE / COMMUNITY ORGANIZATION SUPPORTING THIS NOMINATION

NAME  
TITLE  
AGENCY / ADDRESS / CITY / STATE / ZIP  
PHONE  
EMAIL

**LETTER OF SUPPORT** – You will be required to upload the letter from your computer.

### NOMINATION QUESTIONS (Maximum 250 words per question)

1. Please list the nominee's specific involvement that resulted in significant positive outcomes for the community. Specify total hours for each activity.
2. Describe the scope and impact of the nominee's contribution to volunteerism in the community. Emphasize the tangible benefits realized.
3. List the nominee's leadership qualities and how they inspire others to volunteer and serve their community?
4. How many total hours did the nominee donate to the volunteer activities in this nomination from January 1 – December 31, 2015?